

Human Resources Assistant (Military)(Title 5)

DEPARTMENT OF THE ARMY

Army National Guard Units

Open & closing dates

🕒 12/11/2019 to 12/26/2019

Service

Excepted

Pay scale & grade

GS 7

Salary

\$43,402 to \$56,424 per year

Appointment type

Permanent

Work schedule

Full-Time

Locations

1 vacancy in the following location:

Sandston, VA

1 vacancy

Relocation expenses reimbursed

No

Telework eligible

No

This job is open to

**Federal employees - Competitive service**

Current or former competitive service federal employees.

**Federal employees - Excepted service**

Current excepted service federal employees.

**National Guard & Reserves**

Current members, those who want to join, or transitioning military members.

Clarification from the agency

This is a Title 5 Civilian Position - You must be a United States Citizen in order to be eligible for this position - NOTE: This advertisement will close after receiving 10 qualified Veteran applications.

Announcement number

VA-10674872-AR-19-275-T5

Control number

554074900

Duties

Summary

THIS IS A NATIONAL GUARD TITLE 5 EXCEPTED SERVICE POSITION.

This National Guard position is for a Human Resources Assistant (Military)(Title 5), Position Description Number **T5804400** and is part of the VA AASF, National Guard.

Responsibilities

As a Human Resources Specialist (Military)(Title 5), GS-0203-07, you will perform the below duties:

1. Plans, organizes, and administers the military personnel program for the organization. Serves as the technical expert on a variety of administrative matters (e.g. format for directives and standing operating procedures, general office procedures, filing systems, reference libraries, etc.). Provide authoritative advice and guidance to the commander and his staff pertaining to military personnel administration. Keeps abreast and ensures the implementation of new policy statements, regulations and directives issued by higher headquarters concerning personnel and administrative activities. Develop guidelines and operational procedures to implement changes to policies and programs directed by higher headquarters.
2. Assists in the preparation for and executes command level inspections of subordinate units in the area of personnel and administration. Identifies trends and develops recommendations based upon analysis of subordinate feeder information, recurring reports, and findings of assistance visits and inspections. Accomplishes or reviews a variety of military personnel transactions including appointments, enlistments, separations, promotions, flagging actions, reassignments, reductions, duty assignments, transfers, medical evaluations, line of duty (LOD) actions, security clearances, awards and decorations, retirements, etc., and forwards actions to a higher headquarters.
3. Implements the enlisted promotion system at the command level. Establishes suspense dates for subordinate organizations for the completion and submission of actions. Validates the preliminary enlisted promotion consideration list to ensure all eligible personnel for consideration are included and submits any changes to the state level enlisted promotion manager. Coordinates and publishes all requirements for Brigade/Group/Troop Command level enlisted promotion boards as required.
4. Controls the organization's medical readiness programs. Monitors the status of periodic health assessments within the organization and ensures appropriate scheduling and completion. Ensures the timely completion of and reviews LOD investigations. Provide technical guidance to subordinate unit administrative personnel in the preparation of formal and informal LOD investigations. Functions as a technical advisor to appointed investigating officers and subordinate commands on the completion of formal LOD investigations. Reviews and makes corrections to packets prior to submission to medical review and profile boards.
5. Prepares and forwards required documentation for officer promotion packets for required state and federal board actions. Conducts records review with officers and updates records in preparation for upcoming officer board actions. Provides guidance to organizational personnel and dependents concerning benefits and entitlements, i.e. career progression, bonus programs, educational opportunities, retirement, etc. Provides administrative support to potential applicants and evaluates qualifications for officer/warrant officer appointment packets. Reviews and/or assembles supporting documentation required at higher levels when processing actions such as involuntary order to active duty, non-judicial punishment, fraudulent enlistment, non-selection for retention, administrative discharges, and other administrative actions.
6. Monitors and reviews reports furnished by higher headquarters to identify trends and assist with the management of personnel readiness within the organization. Participates in unit Soldier Readiness Processing (SRP) for those units whose service members are being mobilized to active duty. Provides counseling to service members on available benefits, accuracy of the emergency data and contact information and the accuracy of the DEERS/RAPIDS (Defense Enrollment Eligibility Reporting System/Realtime Automated Personnel Identification System) information, and allows the service member to perform a general review of their record. Performs various administrative duties relating to military personnel involving the composition and distribution of correspondence, publications, reports, orders, etc.

7. May plan, organize and assign work to employees engaged in personnel and administrative work assigned at the command level. Provide technical assistance and guidance to assigned employees. Revise assignments or details employees to other duties as necessary to meet changing work situations, deadlines, or priorities.

8. Performs other duties as assigned.

Travel Required

Not required

Supervisory status

No

Promotion Potential

None

Job family (Series)

0203 Human Resources Assistance

(<https://www.usajobs.gov/Search/?j=0203>)

Requirements

Conditions Of Employment

- Federal employment suitability as determined by a background investigation.
- May be required to successfully complete a probationary period.
- Participation in direct deposit is mandatory.

Qualifications

NOTE:Qualifications are based on breadth/level of experience. In addition to describing duties performed, applicants must provide the exact dates of each period of employment (from MM/DD/YY to MM/DD/YY) and the number of hours worked per week if part time. As qualification determinations cannot be made when resumes do not include the required information, failure to provide this information may result in disqualification. Applicants are encouraged to use the USAJOBS Resume Builder to develop their federal resume.

WHO CAN APPLY:

GROUP A - All On Board Federal National Guard Employees within VANG.

GROUP B - All current Federal Employees (from any agency), all federal re-employable eligible, and/or Current Army M-Day and Air DSG within VANG.

GROUP C - All U.S. Citizens.

GENERAL EXPERIENCE: Applicant must have administrative or clerical experience, education, or training which demonstrates your ability to use computers, and automation systems to perform general office work which may include but is not limited to: answering telephones, receiving and distributing mail and maintaining records; experience following oral or written instructions to accomplish work; experience establishing and retrieving files and information.

SPECIALIZED EXPERIENCE: Applicant must have at least 12 months experience, education, or training equivalent to at least the GS-06 level, or equivalent pay band in other pay systems in the Federal government. This experience may also have been obtained in the private sector, but must demonstrate that it is comparable to the GS grade indicated. This experience must include activities such as:

1. Experience in the interpretation and application of regulations, procedures or laws.
2. Experience that provides a working knowledge of administrative functions
3. Experience performing personnel transactions
4. Experience working independently and setting priorities with very little supervisory control

Education

You must provide transcripts or other documentation to support your Educational claims. To receive credit for Education, you must provide documentation of proof that you meet the Education requirements for this position.

Additional information

If you are a male applicant who was born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency (<https://www.w.sss.gov/RegVer/wfRegistration.aspx> (<https://www.sss.gov/RegVer/wfRegistration.aspx>)).

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](https://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information) (https://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information).

How You Will Be Evaluated

Once the announcement has closed, your resume and supporting documentation will be used to determine if you meet the qualifications listed on this announcement. If you are minimally qualified, your resume and supporting documentation will be compared to your responses on the assessment questionnaire to determine your level of experience. If you rate yourself higher than is supported by your application package, your responses may be adjusted and/or you may be excluded from consideration for this position. If you are found to be among the top qualified candidates, you will be referred to the selecting official for employment consideration.

Your qualifications will be evaluated on the following competencies (knowledge, skills, abilities and other characteristics):

Background checks and security clearance

Security clearance

[Secret](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)
(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>).

Drug test required

No

Required Documents

To apply for this position, you must submit a complete Application Package which includes:

1. Your **resume** showing work schedule, hours worked per week, dates (including Month and Year, e.g., 02/2017, Feb 2017, etc.) of employment and duties performed.
2. **Other supporting documents:** Most recent SF50 for current Federal Technicians, Supporting Veterans' preference documents for candidates claiming Veterans' Preference (ie. DD214), Transcripts for applicants claiming education in lieu of specialized experience.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/) (<http://www.ed.gov/admins/finaid/accred/>).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407)
(<https://www.usa.gov/benefits-for-federal-employees#item-36407>).

- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/)
(<https://www.opm.gov/healthcare-insurance/>).
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/)
(<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>).

<https://www.abc.army.mil/>

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How to Apply

To apply for this position, you must complete the online application/Occupational Questionnaire and submit the documentation specified in the Required Documents section below. To view the Occupational Questionnaire, click the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/10674872>
(<https://apply.usastaffing.gov/ViewQuestionnaire/10674872>).

A complete application package must be submitted by 11:59 PM (EST) on the closing date of the announcement to receive consideration.

To begin, click **Apply** to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.

Follow the prompts to **select your resume and/or other supporting documents** to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.

After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and **click to continue with the application process**.

You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>
(<https://my.usajobs.gov/Account/Login>)), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>
(<https://www.usajobs.gov/Help/how-to/application/status/>).

Agency contact information

 VaARNG Tech Jobs Helpdesk

Phone

[000-000-0000](tel:000-000-0000)
(<tel:000-000-0000>).

Email

ng.va.vaarng.list.ngva-guard-tech-jobs@mail.mil
(<mailto:ng.va.vaarng.list.ngva-guard-tech-jobs@mail.mil>).

[Learn more about this agency](#)
([#agency-modal-trigger](#)).

Address

VA AASF
700 Portugee Rd
Sandston, VA 23150
US

THIS IS A NATIONAL GUARD TITLE 5 EXCEPTED SERVICE POSITION.

The National Guard is the oldest component of the Armed Forces of the United States. Since the earliest American colonial days, citizens have joined together for collective defense. We have a proud tradition of coming to the aid of our friends and neighbors in times of serious emergencies. Join our National Guard team and serve your nation, your states and your community!

Visit our careers page

Learn more about what it's like to work at Army National Guard Units, what the agency does, and about the types of careers this agency offers.

<http://www.nationalguard.mil/>
(<http://www.nationalguard.mil/>)

Next steps

Once your online application is submitted you will receive a confirmation notification by email. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive another notification regarding the status of your application.

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)
(http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
- [How to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/)
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>)

Legal and regulatory guidance

[Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>)

[Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>)

[Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>)

[Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>)

Selective Service

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>).

New employee probationary period

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>).